

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Engineering Technician - Public Works I/II	<u>Revision Date:</u> 12/17
		<u>EEO Category:</u> Technician
		<u>Status:</u> Non-Exempt
		<u>Control No:</u> 30524

II.    Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the City Engineer, provides engineering support and assistance as related to capital improvement design and construction, maintenance project design, and construction management, transportation studies, engineering document management, and other engineering related technical duties as needed.

III.   Essential Duties:

- Design small capital improvement and maintenance projects, to include gathering necessary field data, performing elementary engineering calculations and coordinating with other departments and agencies to develop simple street alignments.
- Perform Computer Aided Design (CAD).
- Provide construction management services to include contracting, construction, inspection and close-out of small capital improvement and maintenance projects
- Organize and maintain an Engineering Project File Management System for development and capital improvement project files, to include flat files for drawings.
- Review, analyze and maintain material testing data and reports.
- Perform essential job functions of Public Works Inspectors as needed.
- Perform basic surveying skills including operating a Level, GPS and Total Station, as well as keeping field notebooks.
- Assist the City Engineer with various studies, data collection and reports.
- Assist the City Transportation Engineer as needed with data collection, processing and modeling.
- Assist the City Surveyor as needed with survey activities, computations, review of contractor surveys, and preparation and review of legal descriptions.

IV.   Marginal Duties:

- Deal with phone calls from citizens and contractors.
- Perform appropriate management reports.
- Perform other duties as assigned.

V.    Qualifications:

**Education:** Requires a minimum of two years in college (Associate Degree preferred) with training in engineering, drafting, construction management or related field. May substitute additional experience for education.

**Experience:** Requires four years of construction and/or civil engineering related experience. May substitute additional education for experience.

**Certifications/Licenses:** Requires a valid Utah Driver's License; certification in asphalt and concrete materials and uses/applications by a recognized licensed authority; LTAP Road Master certification, AI required upon hire.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** General principles of civil engineering, specifically construction and maintenance of roads; computer operations, to include word processing, spreadsheets and AutoCAD; surveying, to include using Total Station and GPS systems; drafting; familiarity with OSHA regulations and safe work zone practices.

**Responsibility for:** Exercising good judgement and care when conducting tasks. Proper care and use of materials, equipment, and tools.

**Communication Skills:** Communicate effectively verbally or in writing; use tact and good judgement to avoid friction; be able to professionally furnish and obtain information from other departments, contractors and citizens; ability to communicate with others; ability to deal with upset and irate people.

**Tool, Machine, Equipment Operation:** Regular use of a telephone, calculator, computer, plotter, printer, City vehicle and surveying equipment. Occasional use of construction testing equipment, to include the Troxler density gage. Communicate effectively verbally and in writing.

**Analytical Ability:** Read plans and blueprints; follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills; work independently with little supervision.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls; employee will sit or stand for long periods of time. Constant seeing, talking and hearing are required for the performance of all job tasks; required to push, pull or lift up to 50 lbs.; frequent stooping, crouching and bending.

*Work Environment:* Employee will work in a generally comfortable office setting. Great mental effort is required daily; frequent exposure to stress caused by a need to meet deadlines; frequent field work with exposure to traffic, dust, noise, various weather conditions and construction site hazards;

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_